

Advert for East / Horn TNT Workshop

Accommodation (This is inclusive of Bed and Breakfast).

Standard Rooms

January 21, 2013 & January 22, 2013 – 3 Rooms for each day – Total of 6 rooms

January 23, 2013 – 5 Rooms

January 24, 2013 – 6 Rooms

January 25, 2013 – 12 Rooms

January 26, 2013 – 22 Rooms

January 27, 2013 – 71 Rooms

January 28, 2013 to January 31, 2013 – 72 Rooms for each day – Total of 288 rooms

February 1, 2013 – 30 Rooms

February 2, 2013 – 3 Rooms

Total number of rooms is 443

NOTE:

1. Hotel should be a short distance / less traffic from the airport.
2. Location of the airport should be one where there is easy access to government offices, embassies and international organizations and medical facilities.
3. Hotel should have ample security in place, providing easy evacuation and emergency parameters and security services to cover hotel perimeter.
4. The hotel should have in-house surveillance and should be able to liaise with police forces.
5. Hotel should have trained professional and responsive staff (not occasional workers) to support banquet services (room set up, catering, cleaning e.t.c).

Conference Facilities

Conference Room big enough to cater for 80 people

Dates: January 28, 2013 – February 1, 2013

Set up date: January 27, 2013

NOTE:

1. The conference room should have the following;
 - Air conditioned
 - Good lighting

2. Internet – Broadband internet with 5MBs download and 2 upload to be connected to 4 ACSS routers in the following meeting rooms (OPS Secretariat, Faculty Office, Computer Lab and DV Meeting Room). The internet service provider should be reliable and able to provide the service as per the specified dates and capacities and they should be able to assist when a problem arises in the service. (We will bring our own laptops and printers)
3. The hotel should provide a dedicated reservation point of contact responsible for printing and reviewing daily invoices, tracking cancellations and transportation arrangements e.t.c.
4. The Conference room should accommodate 120 people and the setup is classroom style. This should have enough space for two (02) interpretation booths, head table, one (01) podium, three (03) flags and two (02) screens.
5. The hotel should provide water, glasses, mint, writing pads and pens for each participant.

Time for conference

Dates for half day Conference - for 75pax

February 1, 2013

Full day Conference – for 75 pax

January 28, 2013 – January 31, 2013

NOTE: Full day package for 11pax (Faculty staff), January 27, 2013. (Two times coffee break and one lunch (buffet or a la carte Menu) for 11 staff Members.)

Full day conference package covers – Mid morning and afternoon tea / coffee with snacks, two bottles of mineral water (one in the morning and the other in the afternoon) and buffet lunch served with a soft drink.

Half day conference package covers – Mid morning tea / coffee with snacks and buffet lunch with a soft drink.

Dinner

Dinner for 80 people on January 28, 2013. (should include two drinks per person (water,/ soda/ juice).

Plenary Room

Paid under full day package – table and Interpretation equipment set up date January 27, 2013.

Breakout rooms

Number of breakout rooms: Three (03) per day.

Time: 8:00am – 5:00pm

Set up date: January 27, 2013

- **Breakout room 1:** Dates for hire: January 27, 2013 to February 1, 2013
- **Breakout room 2:** Dates for hire: January 27, 2013 to February 1, 2013
- **Breakout room 3:** Dates for hire: January 27, 2013 to February 1, 2013

½ liter water for breakout rooms, estimate (480pcs), charge will be per final consumption

NOTE:

1. Set up for breakout rooms is U shaped as is indicated below;



2. Each breakout room is to accommodate 23 people, one (01) interpretation booth and it should have a minimum of 60m² in dimension.
3. Each breakout room should have water, glasses, writing pads and mint for each participant.

Computer Lab

Dates: January 26, 2013 – February 1, 2013

Number of computer labs: One (01)

Time: 8:00am – 5:00pm

- Computer room should be able to accommodate 20 people at one time.
- Set up style is Classroom style.
- It should be able to accommodate one (01) screen and have an internet portal.

Faculty Office

Dates: January 26, 2013 – February 1, 2013

Number of computer labs: One (01)

Time: 8:00am – 5:00pm

Computer room should be able to accommodate 6 people at one time.

Set up style is boardroom style. Please refer to the illustration below and have an internet portal



DV Meeting Room

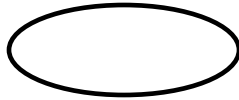
Dates: January 26, 2013 – February 1, 2013

Number of DV meeting rooms: One (01)

Time: 8:00am – 5:00pm

DV meeting room should be able to accommodate up to 10 DVs at one time and have an internet portal

Set up style is boardroom style with some couches and center table. Please refer to the illustration below;



Note: International land line phone will be required in this room.

OPS Secretariat

Dates: January 22, 2013 – February 2, 2013

Number of OPS Secretariat rooms: One (01)

Time: 8:00am – 5:00pm

OPS Secretariat room should be able to accommodate up to 20 people at one time and have an internet portal

Set up style is boardroom style with tables against the wall and 1 working table in the middle. Please refer to the illustration below;



Topical Symposium

Accommodation - 5 pax for 4 days – Feb 2 to Feb 5, 2013

Chapter meeting room hire – Date February 2, 2013 – 40 Pax – (Boardroom or double U) for half day.

Chapter meeting – Feb 2 – Coffee break – Morning Coffee/tea/snack for 40 pax on Feb 2.

Tops TBC (February 4 & February 5) – 80 People – Classroom Style (both dates for full day)

Topical Symposim (February 4 & February 5) – 80 People – Full day package

LCD Projector and Screen – Quantity 1 (for two days, Feb 4 & 5)

Transportation – Vehicle Hire

Time of usage: 7:00am to 7:00pm

Dates: January 22, 2013 to January 25, 2013 – Toyota Ipsum or EQUIVALENT – Quantity 1

January 26, 2013 to February 1, 2013 – ML compressor or EQUIVALENT – (VIP Car) – Quantity 1

January 27, 2013 & February 2, 2013 – Coaster Buses or EQUIVALENT – Quantity 2

January 26 – January 27, 2013 & February 1 – February 2, 2013 – Coaster bus or EQUIVALENT – Quantity 1

January 26, 2013 & February 1, 2013 – Toyota Hiace or EQUIVALENT – Quantity 1

NOTE:

1. The transportation company should have a booth at the airport and an office at / near the hotel.
2. Vehicles provided should be in good condition, well maintained with comprehensive insurance, fuel and a driver.
3. Drivers should be able to speak and write English.
4. Drivers should be able to work after hours.
5. They should be punctual, well experienced and should know the city very well.